

Baldwin Public Library - Position Posting

The Baldwin Public Library is the public library of Birmingham, Michigan, several miles north of Detroit. The Baldwin Public Library also provides services to the neighboring communities of Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

POSITION: **Youth Services Library (Part time)**
Reports to the Head of Youth Services

HOURS: 20 hours per week—including days, nights, and weekends

QUALIFICATIONS:

- Master's Degree in Library Science from an ALA-accredited institution
- Broad knowledge of public library services, including current trends as they relate to children and families
- Eagerness to work with the public and serve customers of all ages, backgrounds, and abilities
- Knowledge of a broad range of technologies
- Understanding of age appropriate practices for children birth through age 12
- Knowledge of children's and young adult literature
- Demonstrated ability to work successfully with children
- Excellent communication and organizational skills
- Flexible, independent, team-oriented, and approachable
- Experience working with children

RESPONSIBILITIES:

- Provide reference and readers advisory to patrons of all ages
- Provide technology instruction to patrons, including but not limited to Internet navigation; use of Microsoft Office programs (Word, Excel, etc.); e-reader and tablet use; and use of electronic resources, including databases, e-books, and e-audiobooks
- Prepare and present age appropriate programs for children up through sixth grade including but not limited to story times, book clubs, computer programs, and family programs
- Participate in collection development of print, non-print, and electronic resources.
- Plan and present outreach programs to local elementary schools, preschools, and scout troops
- Related work as required

TECHNOLOGY: Excellent computer skills are required, including:

- Knowledge of subscription databases and common software packages
- High-level Internet searching skills
- Ability to teach people how to use e-books and other electronic resources
- Acquaintance with emerging technologies

SALARY RANGE: Range begins at \$18.51/hour

BENEFITS: Prorated vacation leave, sick leave, and holidays
City of Birmingham defined-contribution retirement plan

APPLICATION: Cover letter, resume, and application are due by Thursday, June 24, 2015

PROCEDURE: To: Baldwin Public Library
Attn: Kathryn Bergeron
300 West Merrill
Birmingham, MI 48009
Electronically to: kathryn.bergeron@baldwinlib.org

The application is available on the library's employment website:
<http://www.baldwinlib.org/employment/>